

CIVILIAN PERSONNEL ADVISORY CENTER

CPAC



FEDERAL EMPLOYEE WELLNESS PROGRAM



Fort Leonard Wood, Missouri

Fort Leonard Wood
Civilian Personnel Advisory Center
FEDERAL EMPLOYEE WELLNESS PROGRAM

MEMORANDUM FOR See Distribution

9 January 2006

1. PURPOSE: To implement a wellness program during duty/work hours to encourage Fort Leonard Wood Federal employees to develop and participate in a wellness and fitness program designed to promote healthier lifestyles and ultimately enhance quality of life, organizational wellness, and increase mission productivity as authorized by AR 600-63, Army Health Promotion.

2. APPLICABILITY: All Fort Leonard Wood Federal employees, including student-hires, temporary hires, and interns.

3. DURATION: Federal employees will be authorized a one time allowance of up to 3 hours per week of administrative leave within a six-week period.

4. REQUIREMENTS: Employees who wish to participate in the Federal Employee Wellness Program must receive authorization from and work with their supervisor in developing a regular program of exercise and positive health habits. Once authorized, employees must complete pre-assessment procedures, commit to a one-time only six week regimen, comply with and document the established hours/timeframes (Tab A), and complete post-assessment procedures as outlined below.

a. Employees will work with their supervisors in developing a regular program of exercise and other positive health habits. The program is to be conducted with sufficient intensity frequency and duration to maintain adequate cardio respiratory endurance, increase muscular strength/endurance, improve flexibility, and positively change body composition. Programs should consider individual stress, hypertension, oral health needs, nutrition, weight control, and spiritual needs in determining post-exercise objectives. On-post physical fitness facilities' fitness programs and equipment may be considered for program incorporation. Personal trainers and physical fitness coordinators may also be consulted for additional advice and as an excellent source of information. Please note that not all services are free, some fees may exist which are the employee's responsibility.

b. The pre-assessment procedure consists of Federal employees being medically examined and health risk appraised/cleared to participate in the command-sponsored physical exercise training and/or education program. Medical clearance may be obtained from the employee's health care provider and must be documented with a copy provided to the supervisor.

c. The Federal Employee Wellness Program may be authorized once during the employee's career. The supervisor may approve up to 3 hours each week over a continuous 6-week period. Once initiated, the employee must make every effort to comply with the established hours/timeframes in order to obtain the most benefit from their

individually developed exercise program. The 6-week timeframe may be extended up to 2-additional weeks only if command approved within mission constraints. The up to 2 week extension should only be considered due to medical leave, immediate family emergency, mission directives, or other critical issues.

d. The post-assessment procedure consists of Federal employees being medically examined to compare their physical training efforts with their pre-assessment condition. Employees will discuss their accomplishments with their supervisors. Supervisors are encouraged to annotate positive results in employee counseling and annual ratings.

5. Command Support and Encouragement: I encourage all Commanders and Supervisors to extend their support and encouragement of this program to their Federal employees. Healthy employees are more productive and responsive to accomplishing assigned tasks and goals, which in turn enhances overall mission success.

Sandra L. Kruse
Director
Civilian Personnel Advisory Center

DISTRIBUTION:

All Schools, Brigades, Battalions,
Companies, Detachments, Tenant Units,
Directorates, and Personnel Staff Offices

TAB A: Documenting Attendance in the Federal Employee Wellness Program.

1. IAW Paragraph 4 titled "Requirements" of the Federal Employee Wellness Program: Employees who wish to participate in the Federal Employee Wellness Program must receive authorization from and work with their supervisor in developing a regular program of exercise and positive health habits. Once authorized, employees must complete pre-assessment procedures, commit to a one-time only six week regimen, comply with and document the established hours/timeframes (Tab A), and complete post-assessment procedures as outlined below.

2. I, _____, began the 6-week Federal Employee Wellness Program on: _____, ended participation on: _____, and completed the following during my participation:

Week 1:

1st One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.): _____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

2nd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.): _____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

3rd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.): _____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

Week 2:

1st One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

2nd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

3rd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

Week 3:

1st One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

2nd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

3rd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

Week 4:

1st One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

2nd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

3rd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

Week 5:

1st One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.):_____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

2nd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.): _____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

3rd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.): _____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

Week 6:

1st One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.): _____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

2nd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.): _____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

3rd One-Hour Session completed on (hours/timeframes): _____.

Training was conducted at (gym, track, etc.): _____.

One-Hour Session consisted of (pushups, running, weights, etc.): _____

_____.

Employee's printed name/signature/date

Supervisor's printed name/signature/date